



## State Of Utah Division of Purchasing Sole Source Request

Sole Source Procurement is an option only if a purchase requirement is reasonably available from a single supplier, or if it otherwise qualifies under Utah Administrative Code R33-3-4. **SEE REVERSE SIDE OF THIS FORM FOR TEXT OF THE RULE.**

**ATTACH THIS COMPLETED FORM TO THE PURCHASE REQUISITION DP-1 WHEN SUBMITTING A REQUEST FOR SOLE SOURCE PURCHASE BY PURCHASE ORDER, BUT IF PURCHASE IS TO BE MADE BY AN AGENCY CONTRACT, SUBMIT THIS FORM FOR PRIOR APPROVAL BEFORE CONTRACT NEGOTIATIONS.**

AGENCY REQUESTING AUTHORIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ITEM(S) TO BE PURCHASED:


APPROXIMATE COST OF ITEM(S): \_\_\_\_\_

RECOMMENDED VENDOR OR CONTRACTOR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

FEDERAL ID#(TIN) or SOCIAL SECURITY#: \_\_\_\_\_

(Must be 9 digits-numeric) (if SS#, must have person's name as it appears on social security card)

TYPE OF VENDOR: (Check one)

<input type="checkbox"/> 1-Corporation	<input type="checkbox"/> 3-Proprietorship/individual	<input type="checkbox"/> 5-Government-exempt
<input type="checkbox"/> 2-Medical Provider (all types)	<input type="checkbox"/> 4-Partnership	<input type="checkbox"/> 6-Other _____

**SOLE SOURCE STATUS DETERMINED AS FOLLOWS:** *(List all vendors or contractors contacted and describe criteria used to determine sole source status of the one recommended - - CONTINUE ON REVERSE SIDE AND ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED.)*

Vendor	Description of criteria

REQUESTED BY: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Agency Signature \_\_\_\_\_ Date \_\_\_\_\_

Douglas G. Richins, Director  
Division of Purchasing

Date \_\_\_\_\_

UTAH ADMINISTRATIVE CODE  
R33-3-4  
SOLE SOURCE PROCUREMENT

3-401 Conditions for Use of Sole Source Procurement

Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

Examples of circumstances which could necessitate sole source procurement are:

- (1) where compatibility of equipment, accessories, replacement parts, or service is a paramount consideration;
- (2) where a sole supplier's item is needed for trial use or testing;
- (3) procurement of items for resale;
- (4) procurement of public utility services.

The determination as to whether a procurement shall be made as a sole source shall be made by the procurement officer. Each request shall be submitted in writing by the using agency. Such officer may specify the application of such determination and its duration. In cases of reasonable doubt, competition should be solicited. Any request by a using agency that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.